



**Department of Health and Human Services
Office of the Commissioner
Policy and Procedure Statement**

Policy # DHHS-19-05

Issue Date: 12/16/05

Revised Date:

I. SUBJECT

Hazardous Materials

II. POLICY STATEMENT

The Department of Health and Human Services will establish a Hazard Communication Program to ensure accurate information is available regarding hazardous materials. Employees will receive orientation regarding the Hazard Communication Program.

III. RATIONALE

From time to time, Departmental employees may find themselves dealing with chemicals that may be deemed hazardous. In order to reduce the incidents of chemically related illness and injuries, the Department of Health and Human Services will transmit the appropriate information and provide an ongoing training program for employees.

IV. PROCEDURE STATEMENT

The Department will ensure that the Division of Regional Operations and Central Office staff will take the following steps:

1. Inventory all hazardous materials and maintain list by worksite for review by employees.
2. Gather material safety data sheets (MSDS) on all hazardous materials or products that contain hazardous materials.
3. Assume employees have ready access to all MSDS's.
4. Labeling of secondary containers which contain potentially hazardous materials.
5. Report information on chemicals used and other information as requested to the Bureau of Labor Standards.
6. Training employees according to 26 M.R.S.A. #1715:
 - I. The provision of this chapter
 - II. Any operations in the work area where hazardous chemicals are present
 - III. Methods of detecting the presence or release of a hazardous chemical in the work area.
 - IV. The physical and health hazards of the chemical in the work area

- V. The location and availability of the written hazard communication program and related documents;
 - VI. The measures employees can take to protect themselves from these hazards, including the purpose, the proper use, and limitation of personal protective equipment;
 - VII. An explanation of the labeling system and the material safety data sheets;
 - VIII. Emergency procedures; and
 - IX. A refresher training course shall be held for all employees at least once a year.
7. Document all training. (Documentation should include employee name, job title, date of training, and type of training provided. Documentation must be maintained for 20 years).

V. DISTRIBUTION

All employees via email and hard-copy postings on designated bulletin board.

12/16/05

Effective Date

John R. Nicholas
Commissioner